

OFFICE OF THE
CHAIRPERSON:.....DIBRUGARH MUNICIPAL BOARD
DIBRUGARH ASSAM
ESTD-1873



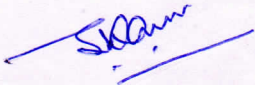
No.DM/SWM/2017/ 3047

Date: 31/10/2017

**REQUEST FOR PROPOSAL FOR SOLID WASTE COLLECTION
TRANSPORTATION AND DECENTRALIZED PROCESSING FOR
DIBRUGARH**

Dibrugarh Municipal Board invites open 'Request for Proposals' (RFP) to implement door to door collection with segregation, awareness raising and processing of organic waste in a decentralized manner. The implementation should help comply with MSW Rules 2016. Preference would be given to not for Profit Organization in case of similar capacities or more jobs created through their work.

The full RFP can be accessed from 1st Nov to 16th Nov 2017. On the DMB website <http://www.dibrugarhmunicipality.org.in/> or can be requested from the Executive Officer Mr.S.K.Dev, +919435134071, or +91 373 232 2111 or by email debswapandsco@gmail.com on the above mentioned date. The last date of submission is 1st December 2017 by 5.00 P.M. All proposals must reach before the due date and time either by post or email to the designated official.


Executive Officer
Dibrugarh Municipal Board
Dibrugarh

**REQUEST FOR PROPOSAL
FOR OUTSOURCING OF SOLID WASTE MANAGEMENT UNDER
DIBRUGARH MUNICIPAL BOARD**

DISCLAIMER

The information contained in this Request for Proposal ("RFP") document provided to the Bidder(s), by or on behalf of Dibrugarh Municipal Board (DMB) or by any of their employees or by advisors, is provided to the Bidder(s) on the terms and conditions stipulated in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist the formulation of their Proposals. This RFP document does not contain all the information each Bidder may require.

Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. DMB, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. ULB may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Dibrugarh town, one of the main commercial towns in Assam state, faces number of problems in managing solid waste in the town. These problems related to various factors such as financial health of the Dibrugarh Municipal Board (DMB), lack of institutional and administrative initiatives, lack of appropriate equipments and vehicles along with lack of community awareness towards SWM, etc. compound the problems. In view of the importance of the town in Northeastern Region, the Government of India and the Government of Assam have accorded high priority in development of infrastructure facilities including solid waste disposal of DMB area. It has a population of around 200,000

including floating population .It has around 33000 households and commercial premises. The DMB broadly wants to get the following components of the SWM work:

- I. Door-to-door collection system should be practiced. Separate collection of bio-degradable and non-bio-degradable of waste is to be gradually practiced.
- II. Community should be made aware of segregation of waste with particular reference to recyclable waste. Segregation of waste should be encouraged through community awareness campaign.
- III. Separate collection system for solid waste should be adopted, for hotels, restaurants, vegetable markets, and commercial areas on user charges basis. Households will also pay lesser user charges.
- IV. Revenue generation from all the beneficiaries in DMB and adjacent areas shall be considered so as to manage adequate funds for the self-sustainability of the SWM project. However the Slum Dwellers should be given due consideration.
- V. Creation of awareness amongst all the stakeholders regarding benefits of decentralized SWM in DMB and adjacent areas to ensure community participation and improved cleanliness.
- VI. Public involvement through various campaigns using media like TV, print media, school children, poster competition, rallies, action oriented campaigns etc. should be encouraged and conducted.
- VII. Capacity Building, and Human Resource Development for the DMB staff, N.G.Os, and C.B.Os, Local Associations involved in SWM for greater participation and impact.
- VIII. SWM activities as proposed in this RFP can be the responsibility of one or more than one party for efficient and smooth functioning of SWM program and also to generate healthy competition.
- IX. An appropriate reporting system in the form of Management Information System (MIS) and decision support system should be developed and implemented in partnership with DMB.

- X. Work norms should be developed and implemented for improved organizational efficiency.
- XI. A Redressal Cell should be created at centralized level to assist in the identification and redressal of problems in waste management.

1. The scope for outsourcing the solid waste management services

The Municipal Solid Waste Management and Handling Rules, 2016 mandate integrated municipal solid waste management system which focuses on waste reduction and recycling at source, waste collection at the doorstep of the generators in segregated manner, waste collection and transportation in prescribed types of bins and vehicles, processing and disposal of processing rejects and non-recyclable material in sanitary landfills/designated space. Municipal waste management, in DMB at present, leaves a huge gap between the present status and standard set in the MSW rules 2016. The compliance of the rules needs both sensitization and resources which DMB does not have hence this calls for public private partnership for meeting the resource and technology requirements and also forging an efficiency, economy and accountability in services delivery. Decentralized processing of daily collected waste is considered as a key area of intervention. The above mentioned points can be used as comprehensive guidance point for preparing the proposal.

2. Involvement of Private Contractor/NGOs working with SWM issues

The municipal solid waste management will be outsourced to private contractor or a public private partnership with any agency like NGOs or CBOs who have adequate experiences. Based on the past collection and transportation contracts that have been awarded in many cities to the contractors, who have experiences in dealing with waste management and human resources management led to substantial improvement in SWM collection and decentralized processing. DMB desires to do the same.

3. Decentralized Waste Management

Sustainable waste management can be achieved through decentralized waste management strategy. Contracting out through a decentralized collection, transportation processing and disposal of waste as a new approach incentivizes waste

reduction at source and also provided jobs to urban poor in the process. Decentralized management is based on micro planning of small areas of the city (or units) in which planning for integrated waste management is carried out and the work done is quantified with cost. The advantage of such system is that waste can be managed as far as possible within smaller areas through recycling and processing of biodegradable waste. Only processing rejects or wastes that cannot be recycled or is hazardous in nature need to be transported to the centralized processing facility/disposal.

With a view to involve Micro Enterprises in waste management services, the activities which are not cost intensive and do not involve the huge fixed assets have to be considered. The objective of the involvement of small private sector/NGOs/Micro Enterprises is to provide employment to urban poor such as waste pickers, unemployed youth, self help groups etc. in an organized manner. These groups have manpower but lack huge financial and managerial resources. DMB will provide support with all infrastructure in this like vehicles on lease and MRF and Compost centres to carry out decentralized waste management. Interested parties can either apply for few wards or all the wards of DMB area. In case of any conflict, DMB will negotiate in a transparent manner with interested parties, where same agencies have applied for same wards.

4. The following activities are listed for the purpose of involvement of Micro Enterprises/NGOs/CBOs/Private Sector:-

- a) Door to Door collection of segregated waste.
- b) Decentralized recycling and processing of waste
- c) Separate collection from Hotels and restaurants
- d) Separate collection commercial areas

5. Contractual Terms:

DMB desires to contract out Solid Waste Management Service to Private Organization/Micro Enterprises/NGOs/CBOs. Any of the above mentioned type of Agencies are required to provide well defined unit area which is inclusive of roads or residence or

residential/commercial properties. There is a pre-defined price reserved. Any agency quoting lower price than the reserved price may be disqualified unless it provides detail and logical explanation. DMB with its experience clearly knows how much it will take to carry out the services. All legal wages and PPE has to be provided to workers and hence the agency should carefully prepare the financial bid.

6. The following pre-qualification criteria are suggested for applying agencies:

- a) Registered labour societies, Non Government organization, registered community based organization, Registered societies or organizations of waste pickers/ project affected persons, self help groups, social service organization (NGOs) etc.
- b) The Agency aspiring for waste management services should have an operational experience in the activities for which it has applied for. The experience should be at least of three years period. In case, the organization does not have the required experience, it should have a formal support (in the form of formal agreement) with registered NGOs or CBO firm which is having atleast three years experience in their activities and which has formally agreed to provide technical and managerial support to the bidding enterprises/agency.
- c) The bidding agency should be at least three years old organization and submit an audited balance sheet of the previous year along with its application for registration.
- d) The bidding agency should also produce a solvency certificate issued by its bankers' equivalent to 1% of contract amount.
- e) The bidding enterprises should submit a list of its minimum members or persons (or total number of staff) proposed to be employed for the waste management service.

7. Integrated Waste Management Service

The objective of the outsourcing is to provide a comprehensive sanitation and cleanliness of the DMB area allotted to the agency. With this objective in view, the activities of house to house collection of segregated waste should be considered as composite activity along with running MRF, composting site or any other decentralized processing as scope of work.e infrastructure for decentralized processing and sorting will be provided by DMB. It is desirable to include the disposal of recyclable waste by the contractor to an identified recycler after

proper sorting at a place which is designated and allotted by the DMB. The MRF and compost pits will be provided by the DMB with all electricity, water and toilet facilities. Training of the staff work force is an important component which can be considered as part and parcel of the work. All staff members must be trained in sorting and composting activities.

8. Legal Frame Work for outsourcing

Outsourcing of waste management activities is also recommended under MSW Rules 2016 and also part of the DMB and fits within the legal framework of municipal waste management and municipal Laws in general. According to 12th Schedule of the Constitution of India, solid waste management is listed as an activity of the urban local bodies. Under the Municipal Laws, solid waste management is an obligatory function of the urban local bodies which they can perform either through their own regular employees or through an agency (contractor) duly appointed under the process established by the Municipal Law¹. The Contract Labour Act and Rules however place certain constraints on contracting out any particular activity by an establishment. These constraints apply to waste management services as well. The provisions of the Contract Labour Act are attracted by contractor employing 20 or more employees.

9. Implementation of SWM Work

Door to Door Collection Implementation:

- Vehicles with siren and GPS, preferably small Low Weight vehicles, Tricycle/Pushcarts/E-Rickshaws/Small motorized vehicles for primary collection
- 6 Bins of 60 to 80 liters with lid on tricycle/pushcart for narrow lanes
- Unloading into community bins mechanically or directly into motorized vehicles or compost or sorting site
- Large vehicles for secondary transportation wherever required

Protective Gears to staff

- Long Durability Hygienic Mask, Rubber Gloves With Inners once in two/three months

¹ Referred from Municipal Solid Waste (Handling & Management) Rules, 2016

- Safety Shoes – once a year
- Gum Boots & Rain Coat/Wear During Monsoon- once a year
- All Weather Uniform with fluorescent Stripes for Night Operations – two pair, once a year
- Cap – once a year

10. Investment and cost recovery

- a. The capital cost of procuring equipment, bins, vehicles will be borne by the DMB and implementing agency can repay the same on monthly basis through their lease rent/EMI on mutually agreed by DMB and winning agency.
- b. The operations and maintenance cost should be borne by the winning agency.
- c. The entire amount to be paid on successful completion of work shall be pre- determined and indicated in the proposal by the agency for each month and year with increment for each successive year for the next 5 years.

11. Project Period

The project is for 5 years. The agency should be prepared to work for 5 years. Retendering will be done only after 5 years.

12. Financial Bid

The applying agency should quote their prices for door to door collection, awareness building and running the compost shed and MRF centres. An increment of 7% every year can be added to annual budget.

The agency should provide detail budget breakup to understand the viability of the project. Municipality will pass a resolution on segregation, contribution from households starting @ 60 rs per month, 100-1000 Rs for commercials/hotels/restaurants/institutions. Low income areas, slums, jhuggis etc of around 30% population will be exempted from service fee.

13. OBTAINING THE PROPOSAL AND EVALUATION

14. The applying agencies will be evaluated by an evaluation team and their scores will be averaged. Upon completion of the evaluation more than one agency may be asked to give a full presentation to DMB. Technical specifications, terms and conditions and other details for submitting the proposal offer are described in this document. The DMB reserve the right to reject any or all offers in full or part after assigning reason.

15. Submitting the Bids

The applying agency submits Technical and Financial bids separately in two envelopes clearly marked accordingly. Both bids are placed in another envelop and sent to the following address. In case of bids are submitted electronically, the financial bid file should be protected by a password of the applying agency. The password will be asked by the committee when the financial bids are opened. Please seek an acknowledgement of the receipt of the bids from DMB.

The Executive Officer

Dibrugarh Municipal Board

Graham Bazar

Dibrugarh, 786001, ASSAM

Telephone No: +91-0373-322111

Web Site: www.dibrugarhmunicipality.org.in

In case of any query or question, the same can be sent to Executive officer on this email id debswapandsco@gmail.com or +91 94351 34071 & municipalitydmb@gmail.com .

Sd/-

**Executive Officer,
Dibrugarh Municipal Board
Dibrugarh**